

11 APR 1967

MEMORANDUM FOR: Chief, Procurement Division, OL  
Chief, Supply Division, OL  
Chief, Security Staff, OL  
Special Assistant to the Director of Logistics

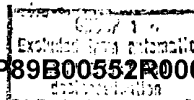
SUBJECT : Agency Contracts and Grants with Academic  
Institutions and Related Research Institutes

1. The continuing interest shown by various senior officers of the Agency in contracts and grants held with academic institutions and their related research institutes necessitates the maintenance of information concerning these contracts and grants on a complete and current basis. So that we may be in a position at any given time to be completely responsive to inquiries on this matter, the following procedures are effective immediately:

a. [ ] Special Assistant to the Director of Logistics, is responsible, on a quarterly basis, for the production of a consolidated report, organized by Directorate and further categorized by contract or grant, of all such relationships between the Agency and academic entities wherein the Office of Logistics has been the official processing point. (For purposes of this report, a "related research institute to an academic institution" is defined as an organized entity operated as an identifiable unit within a university or college and having the right to execute contracts in its own name, or an institute sponsored by an academic institution and bearing some degree of corporate relationship to the academic institution. Such entities may or may not bear the same name as the academic institution itself.) During the 90-day period between published reports, [ ] will receive from both Supply and Procurement Divisions the information described below and will constantly annotate the last quarterly report so that, at any time, this annotated report reflects, by current date, the totality of this contract and grant picture.

b. The Chief, Procurement Division, will take action to insure that Mr. [ ] is notified in writing, within 24 hours of the first receipt of knowledge, of the following facts:

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(1) An inquiry by a potentially interested party or the receipt of a requisition which could lead to a new contract and/or grant with a new institution, a new contract or grant to institutions already holding contracts or grants, and renewal information concerning contracts or grants already in existence. The submitted information should include at the minimum the sponsoring Component, appropriate classification and/or cover information, name of the institution, brief title of the purpose of the contract or grant, amount of money involved, and the proposed duration of the instrument.

(2) Subsequent to negotiation and signing of a contract or awarding of a grant, that information will also be transmitted to Mr. [ ]  
[ ]

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(3) Termination data will be furnished to Mr. [ ]

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(4) Any significant amendments to contracts or grants will also be reported to Mr. [ ]

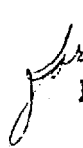
c. Information, as described above, to be submitted to Mr. [ ] by the Chief, Procurement Division, will also be submitted by the Chief, Supply Division, on those matters which come to the attention of the Interdepartmental Requisitioning Section, Supply Management Branch, Supply Division, OL.

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d. Any queries directed to the Chief, Security Staff, OL, which have not previously been discussed officially between the sponsoring Office and either the Procurement or Supply Division will be reported to Mr. [ ]

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Signed: John F. Blake

 George E. Meloon  
Director of Logistics

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